



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Senior Center Program Coordinator	Position Control No: XX-XX-XX-XX
Classification-Series: Recreation Program Specialist III	FLSA Status: Non-Exempt, Regular PT 15 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: Non-Union - Grade 9
Organizational Unit: Recreation Department	Primary Job Location: McConnell Center

JOB SUMMARY: Performs administrative and supervisory work in the operation of the Dover Community Senior Center and associated programs. Works closely with the Assistant Recreation Director and Recreation Director in program planning, administrative assignments, and facility scheduling.

ACCOUNTABILITY: Work is performed with some degree of independence under the general administrative direction of the Assistant Recreation Director and is reviewed through conferences, reports, and program results. Program suggestions are received from a Senior Program Advisory Committee.

SUPERVISION EXERCISED: Provides general supervision for Senior Center seasonal and part-time staff and volunteers.

TYPICAL EQUIPMENT USED: Computer; telephone, copy and facsimile machines

TYPICAL WORK ENVIRONMENT: Inside: 95% Outside: 5%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Coordinate the development and implementation of recreation programs for senior citizens.
2. Direct and participate in the supervision of the Senior Center.
3. Help to maintain and enforce safety rules and regulations.
4. Supervise seasonal Senior Center staff in the development and implementation of community Senior Recreation programs.
5. Supervise classes, workshops and activities for persons engaged in Senior Recreation programs and co-sponsored programs.
6. Select, plan and implement cultural arts, physical activities and special interest activities. Assist in the development, scheduling and implementation of activities, classes and programs.
7. Work with Senior Travel coordinator and volunteer s to facilitate trips
8. Coordinate the opening and closing of the Senior Center facilities. Review security for Senior Center facilities.
9. Prepare and distribute a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding Senior Recreation programs for publication.
10. Maintain equipment, personnel, and supplies at a level consistent with budget.
11. Establish and maintain necessary and appropriate records of Senior Center operations and activities. Prepare and present routine, cyclical, and special reports associated with operations of the Senior Center.
12. Schedule and conduct various Special Events throughout the year.

13. Oversee and document the collection of fees for memberships and programs and submit regular deposits.
14. Respond to public inquiries about Senior Recreation programs made by telephone, correspondence, or in person. Promote interest and provide information regarding Senior Recreation programs to other recreation officials, community service groups, other departments, and the general public.
15. Schedule monthly Senior Program Advisory Committee meetings and provide a monthly report.
16. Attend and facilitate monthly socials.
17. Assist in the oversight of maintenance of the Senior Center facilities.
18. Perform a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.
19. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
20. Maintains familiarity with and executes safe work procedures associated with assigned work.
21. Perform related work as required

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hour Walk: 2 hours</p>	<p>TOTAL HOURS: Sit: 4 hours Stand: 2 hours Walk: 2 hours</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Smelling required to detect odors that may indicate leaks, faulty equipment, controls, etc.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter, table, motor vehicles; carpeted

floor; wood and concrete floors; computer work station

TYPICAL CONTROLS USED: Mechanical, and electrical controls, vehicles, key board and computer mouse.

SUMMARY OF OCCUPATIONAL EXPOSURES: Cleaning fluids and compounds. May be exposed to blood borne pathogens and communicable diseases.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Considerable knowledge of leisure activities for Senior Citizens. Ability to plan program services and implement a plan. Ability to effectively express ideas in oral and written form. Ability to lead and instruct others in techniques and methods used in various work activities. Ability to write reports and maintain accurate records. Ability to plan and implement curriculum. Ability to supervise personnel. Ability to carry out oral and written instructions. Good physical condition.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Bachelor's degree with emphasis in recreation, physical education or a related area preferred. Experience in recreation programs development for Seniors and implementation with progressive supervisory responsibility. Valid Driver's license. Certification in First Aid and CPR desirable.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Position has flexible hours. Individual will be required to supervise many events at odd hours and days of the week. Said schedule will be varied based on season and needs.

Classification Established: 7/1/96
Job Description Developed: 7/1/96
Revised: 07/27/09